



Idaho Department of Administration

Our Goal ...

to provide cost effective, and timely
support services to Idaho's
policy makers and public agencies

Pamela I. Ahrens, Director
(208) 332-1824
pahrens@adm.state.id.us
Fax: (208) 334-2307

For specific ways to assist your agency
in controlling costs, visit our website:
www2.state.id.us/adm

Administrative Rules: Centralizes access to all agency rules, provides training in the rule-making process. Assures consistent use of standardized format, style, and numbering. **Dennis Stevenson, 332-1822, dstevens@adm.state.id.us**

Copy Center: Provides black and white and color print and binding services, workshops, and assistance in the procurement of printed material.

Bobbi Eckerle, 327-7471, beckerle@adm.state.id.us

Design and Construction: Develops budgets, oversees architect/engineer selection, technical review of plans, supervises bidding process, administers projects, roofing and asbestos abatement programs. **Jan Frew, 332-1912, jfrew@adm.state.id.us**

Facilities Management, Leasing: Property management for various state-owned buildings and grounds, prepares RFP's for and negotiates state office leases, manages Capitol Mall parking and security programs. **Tim Mason, 332-1930, tmason@adm.state.id.us**

Federal Surplus Property: Assists US General Services in donation of property to state, local government, and eligible non-profit entities. **Bruce Hutchinson, 334-3477, bhutchin@adm.state.id.us**

Group Insurance: Administers employee group insurance programs including medical, dental, life, integrated behavioral health, and disability coverages. **Cindy Dickinson, 332-1861, cdickins@adm.state.id.us**

Industrial Special Indemnity Fund: Adjudicates total and permanent disability claims/benefits, resulting from "second injury" in the workplace.

Lonna Gray, 332-1836, lgray@adm.state.id.us

Information Technology Resource Management Council Staff: Supports Council directives and policies to improve statewide use of information technologies for efficient delivery of government services. **Rich Elwood, 332-1875, relwood@adm.state.id.us**

Network Services: Coordinates statewide data network including Internet access, technical maintenance of the state's WWW Home Page, accessidaho.org interagency electronic mail, provides wide area, local area networks, and web page development assistance to agencies. **DOA Help Desk, 332-1850**

Postal Services: Picks up, delivers US Mail, ground/air express, presorts, folds, inserts certified/registered mail, bar-codes and provides metering services. **Kathy Uhling, 332-1950, kuhling@adm.state.id.us**

Public Safety Communications Services: Designs, installs, and maintains state's public safety microwave system, radio repeaters, and mobile radios. **Jim Price, 288-4000, jprice@adm.state.id.us**

Purchasing: Provides training, support to agencies in purchasing requirements through lease purchase of goods, services, parts, supplies, equipment. **Lyle Gessford, 327-7115, lgessfor@adm.state.id.us**

Records Management: Provides record storage, file delivery, archival microfilming services, coordinates destruction of outdated, nonessential records. **Duane Bogstie, 327-7060, dbogstie@adm.state.id.us**

Risk Management: Property, casualty insurance, claim settlements, safety/loss control. **Kit Coffin, 332-1871, kcoffin@adm.state.id.us**

Telephone Services: Installs/configures telephone lines, systems & services. Administers service contracts: state-wide long distance calling, calling cards, 800 inWATS, audio conferencing, payphones, cellular. **Cheryl Dearborn, 332-1845, cdearbor@adm.state.id.us**

Video Conferencing: Agency energy conservation support, video conferencing for government agencies as part of a pilot project in Boise and Idaho Falls. **Daniel Foster, 332-1935, dfoster@adm.state.id.us**

For personalized service contact individuals listed ...

Visit our website at www2.state.id.us/adm

"Serving Idaho citizens through quality services to their governmental agencies"